



Division of Information Resource Management

Project Identification Code: DIRM-24

Project Leader: Sarah Brooks

For Period 03/01/04 through 03/05/04

PROJECT DESCRIPTION:

The Scope of this project is to develop a detailed set of business/functional requirements for the Division of Public Health (DPH); the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (DMH/DD/SAS); and the Office of Research, Demonstration, and Rural Health Development (ORDRHD). These requirements can be subsequently used as the basis for implementing a new, fully automated health information system(s) (HIS) to accommodate DPH, DMH/DD/SAS, and ORDRHD business needs. The deliverables produced under this Scope Statement are the early steps in the lifecycle development of a new HIS. DHHS will determine an implementation strategy and schedule after the requirements are fully defined. Implementation could occur in phases and could result in multiple integrated systems rather than one large system.

PROJECT STATUS:

PCG continues to refine the Division-specific functional requirements documents for the HIS. PCG delivered V1.5 of the DPH Specific Requirements to the State on March 1st. Comments on this draft were provided to PCG. PCG has received comments from all Division leads on Version 1.5 of the Division-Specific requirements and has incorporated those comments that do not require further discussion into the next version of the document.

PCG will deliver Version 1.6 of the Division Specific Requirements to the state on March 8th. This version will focus on Accounts Receivable and Practice Administration requirements.

Following input from the Oversight Committee, the DIRM project manager has set up the first meeting with the Division leads to share with each other their Division's vision of HIS. PCG will participate in this meeting. The goal of the meeting is for all parties to understand the overall functionality being considered and to begin to identify any enterprise level commonalities and potential issues. This meeting is scheduled for Friday March 12th.

The DPH project lead has requested a one-day review session be held with representatives from the Local Health Departments. A facilitated session is being planned for March 16th to get outstanding questions answered on the following areas of functionality:

- Intake and Eligibility
- Clinical
- Financial

ACCOMPLISHMENTS THIS PERIOD:

- Delivered updated Version 1.5 of DPH Specific HIS Functional Requirements Document on March 1st 2004
- Received comments from all Divisions within requested timeframes
- Held phone meeting with Sarah Brooks and Jeff Harris to review DIRM questions and comments on ORDRHD Division Specific Requirements.
- Incorporated all comments received on ORDRHD and DMH documents
- Incorporated DPH comments note requiring further clarification into documents.
- Updated all documents for V1.6 – Practice Administration and Accounts Receivable Requirements.

PLANS FOR NEXT PERIOD:

- Deliver updated Version 1.6 of DPH Division Specific HIS Functional Requirements Document on March 8th 2004
- Meet with DIRM and Division Stakeholders as necessary to detail Workflow, Scheduling and General Requirements
- Receive comments on V1.6 from state
- Update Division Specific Requirements for V1.7, focusing on Accounts Workflow, Scheduling and General Requirements
- Attend phone meeting with Division Leads on HIS Overview March 12th, 2004, 10 a.m. – 12 p.m.

OPEN ISSUES:

- See attached Issues Log

STATUS REPORT DISTRIBUTION LIST:

- **To:** Sarah Brooks/DIRM, Joy Reed/DPH, Rebecca Carina/DMH/DD/SAS, Jeff Harris/ORDRHD, Torlen Wade/ORDRHD, Betty Cogswell, Gary Imes/DMH/DD/SAS, Karen Lumsden/DIRM, Joe Owens/DIRM, Ann Nance/DPH, Michael Schwartz/DMH/DD/SAS, Angela Taylor/DIRM, Larry Forrister, Frances Q Taylor
- **Cc:** Garland Kemper/PCG